



CITY OF HOUSTON

Job Posting

Applications accepted from:	All Persons Interested
Job Classification	Assistant City Auditor I
Posting Number	PN# 102565
Department	Controller's Office
Division	Audit
Section	NA
Reporting Location	901 Bagby
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

***Subject to change**

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Assist in performing audits/reviews of city departments and documents and evaluates internal control systems utilizing Audit Leverage, ACL, and Oracle software as needed. Collects, analyzes, interprets, and summarizes accounting and operational data utilizing ACL and Oracle software. Prepares electronic work papers, schedules, and flowcharts (if necessary) to ensure adequate documentation of areas audited and audit findings developed. Assist in compiling data for development of audit findings and recommendations. Performs other audit duties as assigned.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Accounting, Business Administration, or a closely related field such as Finance, with a minimum of 18 hours in accounting.

MINIMUM EXPERIENCE REQUIREMENTS

No experience is required.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

PREFERENCES

A working knowledge of Microsoft Word and Excel.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

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Yes

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NO

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 14
\$861 - \$1,159 Biweekly \$22,386 - \$30,134 Annually

OPENING DATE

January 26, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. **All new and re hires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD Line phone number is 713/837-9496.**

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